



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5354.1F

EOA

29 Feb 00

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5354.1F

From: Commander, Naval Training Center, Great Lakes

Subj: EQUAL OPPORTUNITY

Ref: (a) SECNAVINST 5300.26C
(b) OPNAVINST 5354.1D
(c) NTCGLAKESNOTE 12713
(d) NTCGLAKESNOTE 5300

1. Purpose. To provide amplifying guidance and direction to references (a) and (b) for the Equal Opportunity (EO) Program at Naval Training Center (NTC) (Complex³), Great Lakes.

2. Cancellation. NTCGLAKESINST 5354.1E. This instruction has been substantially revised, and should be reviewed in its entirety.

3. Discussion. A positive EO climate will nurture and sustain a high state of morale, discipline, and military effectiveness. It is vital that all members of the chain of command ensure the Navy's EO policy is thoroughly integrated into day-to-day personnel management. The chain of command must be approachable and generate confidence in its willingness and ability to enforce a positive EO environment which fairly evaluates and promptly and appropriately acts upon any grievance or discrimination complaint.

4. Policy. Commander, Naval Training Center, Great Lakes EO Statement and Policy on Sexual Harassment (SH) are provided as references (c) and (d).

5. Action

a. As Regional Area Coordinator, Commander, Naval Training Center exercises overall responsibility for the establishment, coordination and maintenance of an effective Complex³ EO program as specified in references (a) through (d).

b. Chief of Staff for Operations, NTC will:

(1) Provide assistance and oversight to commands within CNTC claimancy for the thorough investigation and prompt resolution of EO/SH complaints/grievances.

(2) Maintain a dynamic program to prevent reprisals against military members throughout CNTC's claimancy, submitting legitimate complaints or grievances, as required by references (c) and (d).

(3) Provide assistance to subordinate commands and activities in the conduct of EO inspections and technical assist visits.

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c. Commanding Officers, Officers-In-Charge of component and tenant commands and activities will:

(1) Take ownership of a Command Managed Equal Opportunity (CMEO) program that is in full compliance with the requirements of references (a) through (d). The program should be proactive, not reactive. The focus should be on the quality of processes and results as well as the existence or nonexistence of individual process elements. The program must be supportive of installation-wide equal opportunity programs.

(2) As required by reference (b), promulgate a command instruction to provide guidance in preparation, submission, and resolution of grievances/complaints within the command. Submit a copy of this instruction to NTC (Code EOA).

(3) Designate in writing, command equal opportunity points of contact and equal opportunity advocates.

(4) Take all necessary steps to prevent reprisals against personnel submitting legitimate grievances/complaints in accordance with references (a) through (d).

d. NTC Equal Opportunity Advisor (EOA) will:

(1) Actively monitor and analyze the EO climate and CMEO programs of NTC (Complex³), and advise the Commander.

(2) Host quarterly correlation meetings with NTC (Complex) CMEO Coordinators/Officers.

(3) Serve as the NTC claimancy point of contact with direct interaction with Navy Personnel Command (NPC), Defense Equal Opportunity Management Institute (DEOMI), and CNET.

(4) Conduct claimancy on-site CMEO program review of subordinate commands when requested/required.

(5) Review all claimancy EO congressional and formal administrative complaints.

(6) Coordinate administrative actions with Staff Judge Advocate, Inspector General, and staff assistants as necessary.



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Distribution:

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Lists I, II (Case B), III-A, C, IV, and VI